

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AIR FORCE BASE INDEX 9

1 MARCH 2004



PERIOD ENDING 29 FEBRUARY 2004

**NUMERICAL AND FUNCTIONAL INDEX OF AIR UNIVERSITY,
MAXWELL AIR FORCE BASE, AIR FORCE OFFICER AND ACCESSION TRAINING
SCHOOLS, AIR FORCE INSTITUTE OF TECHNOLOGY, AIR FORCE INSTITUTE
FOR ADVANCED DISTRIBUTED LEARNING, AND COMMUNITY COLLEGE OF
THE AIR FORCE INFORMATION MANAGEMENT TOOLS AND FORMS**

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OPR: MSD/MSPP
(Ms Annette Dauzat)
Supersedes MAFBIND 9, 1 February 2003

Certified by: 42 CS/CC
(Maj Michael Hill)
Pages: 15
Distribution: F

This publication provides a numerical and functional index of Air University (AU), Maxwell AFB (MAFB), Air Force Officer and Accession Training Schools (AFOATS), Air Force Institute of Technology (AFIT), Air Force Institute for Advanced Distributed Learning (AFIADL), and Community College of the Air Force (CCAF) forms and Information Management Tools (IMT).

1. Contents. This index lists:

Section A - Numerical Index of AU Forms/IMTs. Lists current title, unit of issue, functional code, and prescribing directive or office of primary responsibility (OPR).

Section B - Numerical Index of Maxwell AFB Forms/IMTs. Lists current title, unit of issue, functional code, and prescribing directive or OPR.

Section C - Numerical Index of Forms/IMTs for Activities Using Own Organizational Identity. Lists current forms/IMTs of subordinate activities using own organizational identity – AFOATS, AFIT, AFIADL, and CCAF.

★Section D - Obsolete Forms/IMTs. Lists AU, MAFB, AFOATS, AFIT, AFIADL, and CCAF forms/IMTs declared obsolete since the last published index. Forms/IMTs are listed in numerical sequence and include the form/IMT's date, functional code, disposition, and replacement, if any. Disposition will be "Salvage" immediately or "Exhaust" current stock until depleted.

Section E - Functional Index. Lists AU, MAFB, AFOATS, AFIT, AFIADL, and CCAF forms/IMTs by functional code.

2. Symbols and Abbreviations.

2.1. The following abbreviations are used to indicate the Unit of Issue (U/I):

BK – book	CS – cut sheet	LA – label	SH – sheet
BX – box	CY – copy	MP – multiple page	SM – self-mailer
BS – boxed set	EF – electronic form	PD – pad	SS – special system
CD – card	EN – envelope	PK – package	ST – set
CF – continuous form	FL – folder	PS – padded set	TG – tag
CN – carton		HD – hundred	RO – roll

2.2. A star (★) before a form/IMT number indicates changed information or new form/IMT since last edition.

★2.3. S&I – Stocked and Issued; users requisition these forms/IMTs from the activity indicated. S&U – Stocked and Used; identifies forms/IMTs stocked and used only by the activity indicated.

3. **Privacy Act (PA) Forms/IMTs.** “T” preceding the form/IMT number in the index indicates that the Privacy Act Statement (PAS) is included on the form/IMT. “B” indicates that a blanket PAS covers the form/IMT.

4. Procedures for Procuring Local Forms/IMTs:

4.1. Electronic Forms/IMTs. Forms/IMTs users or Organizational Account Representatives (OAR) download forms/IMTs, prepare DD Form 282, **DoD Printing Requisition/Order**, and submit request to Document Automation and Production Service (DAPS). The local forms/IMTs web address is: <http://www.maxwell.af.mil/msd/pubs/index.htm>. Forms/IMTs users and OARs are responsible for print quality.

4.2. Air University Diplomas. AU Forms 3 and 3A are procured according to AUI 36-2310, *Air University Diplomas and Certificates of Course Completion*.

4.3. Certificates and Specialty Forms/IMTs. Forms/IMTs users or OARs prepare DD Form 282 and submit to DAPS, Redstone Arsenal, AL. Certificates and specialty forms/IMTs are commercially printed and normally take 4 to 6 weeks for off-base printing.

SECTION A - NUMERICAL INDEX OF AIR UNIVERSITY FORMS/IMTS

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
3	19950301	Air University Diploma (V1)	CS	3650	AUI 36-2310
3A	19950301	Air University Diploma (V1)	CS	3650	AUI 36-2310
18	19800701	 Bill Of Sale (V1) (AFPUBS)	EF	5100	AU/JA
★ 29	20021201	 AU Television Workorder (V1) (AFPUBS)	EF	3310	AUI 33-101
38	19970601	 Internet Release Authorization (V1) (AFPUBS)	EF	3310	AFI 33-129/AUS-1
42	19960301	 Guest Lecturer Agreement and Instructions/ Permission to Record (V1) (AFPUBS)	EF	3650	AUI 36-2305
53	20001020	 Official Representation Funds Expenditure Request/Report (V2) (AFPUBS)	EF	3600	AUI 36-2202
★ 197	20040201	International Officer School Certificate/Diploma (V1) (S & I by AU/IAP)	CS	3650	AUI 16-102
★ 233	19850101	SCI Badge (V1)	SS	1410	(Pending)
287	19981001	 Cable Network Cablecast Request (V1) (AFPUBS)	EF	3310	AUI 33-101
404	19840601	Air University Badge (V1) (S & I by AU/IAP)	CS	3650	AUI 16-102
747	20000620	 Record of Administrative Action (V2)	EF	3650	AUI 36-2315
754	19990727	Request for Speaker/Special Events Participation (V1)	EF	3500	(Pending)
781	19990727	Base Tour Checklist (V1) (AFPUBS)	EF	3500	(Pending)
857	19920801	Certificate of Appreciation (V1) (S & I by AU/IAP)	CS	3650	(Pending)
864	20000620	 Record of Faculty Board Action (V2)	EF	3650	AUI 36-2315
★ 879	20040201	 Copyright Reprint Permission Request and Reply (V1) (AFPUBS)	EF	3300	AFI 33-129/AUS-1

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
SECTION B - NUMERICAL INDEX OF MAXWELL AFB FORMS/IMTS					
★ I	1	20031201		Flammable Storage Cabinet Permit (V1))	EF 3240 MAFBI 32-3003
I	3	19940701		Will Questionnaire Worksheet (V1)	CS 5100 (Pending)
I	4	19941001		Field Contact Record (V1)	CD 3100 42 SFS/SFOL
	8	19990201		Unauthorized Contract Commitments and Ratifications (V1)	EF 6410 MAFBI 64-101
	10	19980801		Multipurpose Instructor Evaluation	CS 3650 (Pending)
★	14	19940701		PCS Cost Comparison Worksheet (S & I by AU/FMFC)	ST 6560 (Pending)
	22	19980201		Satellite Distance Learning Report	EF 3310 AU/SCVE
	26	19940801		Book or Periodical Order	CD 3450 AUL/LRB
	27	19940801		Aircrew Briefing Log	CS 1500 MSD/AOW
	28	19940801		Pilot to Metro Service (PMSV) Log	CS 1500 MSD/AOW
	33	19940801		Document Request	CD 3450 (Pending)
B	36	20010920		Temporary Flight Line Permit	CD 1300 MAFBI 13-201
	39	20000616		Technician/Nurse Sore Throat Evaluation	CS 4400 42 MDOS/SGOLP
★	44	20030601		Customer Service Evaluation (42 MDG)	CD 3620 (Pending)
I	46	19950801		AU Library Registration	CD 3450 AUL/LRC
	47	20011009		Nominee Biographical Data NSF	EF 3300 AWC/DFL
	50	20011029		Lecture Monitor Checklist	CS 3650 SOS/DE
I	54	19960501		Detailed Sales Listing	CD 3210 (Pending)
I	55	19960301		Detailed Rental Listing	CD 3210 (Pending)
	58	20001016		Customer Service Evaluation – Military Personnel Flight	CS 3620 42 MSS/DPMP
I	61	19941101		Statement of Injured Party – Non-Vehicle Related Injuries	CS 5100 (Pending)
I	61A	19960401		Statement of Injured Party	CS 5100 (Pending)
	63	20011010		Academic Conference Record – USAF SNCOA	CS 3650 AFSNCOA/ED
	70	19970701		Tuition Assistance Change Authorization	ST 3600 (Pending)
	72	19941201		Official Mail Discrepancy Notice	ST 3350 (Pending)
	75	19941201		Television Studio Set-Up Layout	CS 3310 AU/SCVP
	77	19990301		Air University Television Production Cost Report	EF 3310 AU/SCVP
	78	19941201		Videotape Reel File	CD 3310 AU/SCVP
	87	19950301		Period Evaluation	EF 3650 CPD/CL
	89	19950101		Weather Equipment/Communications Service Record	CS 1500 MSD/AOW
B	95	20000616		Pediatric Triage Record of Care	CS 4400 42 MDOS/SGOLP
	96	19970801		Verification of Completion	CS 3650 (Pending)
I	97	19991022		Court Member Data Record (S & I by 42 ABW/JA)	EF 5110 (Pending)
★ I	98	20020402		Power of Attorney Worksheet (S & I by 42 ABW/JA)	CS 5100 (Pending)
★ I	103	20020701		AWC Seminar Program - Attendance Record	EF 3650 AWC/NS
★ I	106	20020701		AWC Seminar – Enrollment Roster	EF 3650 AWC/NSES
★	107	20020701		AWC Seminar Plan	EF 3650 AWC/NSES

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
I 109	19960801	Student Enrollment (JDACC; CWPC; and IWAC)	CS	3650	CADRE/WSC
110	19950301	 Visual Information Equipment Maintenance Action Record	ST	3310	AU/SCVE
112	19950301	 Processing and Disposition	CS	3450	AUL/LTSA
115	20010920	 Flight Line Driver Training and Certification Request	EF	1300	MAFBI 13-201
I 117	20001120	 ACSC Distance Learning Program Application	EF	3650	(Pending)
I 119	19990805	 Acceptance/Declination to National Security Forum	CD	3300	(Pending)
120	19951101	 Prospective Instructor Application	CS	3650	(Pending)
122	19950501	 Request and Justification for Access to Classified Material	CD	3120	AUL/ES
131	19950601	 Contracts Committee Review Coordination Sheet	EF	6410	42 CONS/CCB
134	19950701	Special Document Request	CS	3450	AUL/LTSA
135	19950701	 Daily Air Conditioning Operating Log	CS	3230	MSD/CEOV
* I 147	20031001	 Civilian Employee Clearance Record	CS	3630	MAFBI 36-106
148	19951201	Unclassified Document Charge Out	CD	3450	AUL/LRCM
I 149	19951201	Circulation Periodicals Card	CD	3450	AUL/LRP
153	19951201	Document Recall	CD	3450	AUL/LTSC
154	19960201	AUL Interlibrary Loan - Photocopy	CD	3450	AUL/ES
155	19951201	AUL Interlibrary Loan - Book and Document (S&I by AUL/LRRX)	CD	3450	(Pending)
* 162	20030301	Gunter Noncommissioned Officer Academy Student Data Record	EF	3620	(Pending)
165	19960201	ECI Test Inventory - Maxwell/Gunter	CD	3650	42 MSS/DPE
I 171	19960501	Certification for Temporary Lodging Expense (TLE)	ST	6560	HQ AU/FMFC
I 182	19980401	Flight Records Processing Checklist	CS	1100	42 OSF/OSOF
185	19960801	Instructor Observation	EF	3650	CPD/EA
187	19990915	Crisis Action Team Input (S&U by 42 ABW/CP)	CS	1650	(Pending)
192	20010601	Family Readiness Deployment Checklist	EF	3600	MAFBI 36-3001
196A	19971001	Forecast Worksheet (Oct - Feb)	CS	1500	MSD/AOW
200	20010413	Authority to Store Funds	EF	3150	(Pending)
308	19940701	Dental Supply Request	CS	4700	42 ADOS/SGGN
B 327	19990817	Record of X-Ray Release	CS	4120	42 MDSS/SGSAR
331	19941101	Contact Lens Prescription	CS	4800	42 ADOS/SGFFO
B 352	19970601	Ultrasound Consultation Report	ST	4120	42 MDSS/SGSAR
362	19950901	Personnel Action Request - 42 MG/SGAS	ST	3620	42 MDSS/CSS
* B 365	20030601	 Laboratory Test Requisition	SS	4120	42 MDSS/SGSAL
381	19960301	Stubble Growth Control	CD	4400	42 MDSS/SGOLF

SECTION C - NUMERICAL INDEX OF FORMS/IMTS FOR ACTIVITIES USING OWN ORGANIZATIONAL IDENTITY

Air Force Officer Accession and Training Schools (AFOATS)

1	20000710	 Report of Uniform Commutation (V1)	EF	6560	AFOATSI 65-102
* 2	20031001	 Leadership Effectiveness Report (V1)	EF	3650	(Pending)
3	20011018	 Consolidated Written Test Critique (V1)	EF	3650	(Pending)
4	20000710	 Affidavit Civil Involvement (V1)	EF	3620	AFOATSI 36-2011
* 6	20030401	 Informative Briefing Grade Sheet (V3)	EF	3650	(Pending)
I 7	20020313	 Initial Interview Questionnaire (V1)	EF	3620	(Pending)

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR	
★	8	20030401	 Writing Grade Sheet (V1)	EF	3650	(Pending)
★	9	20030401	 Talking/Position Paper Evaluation Sheet (V2)	EF	3650	(Pending)
	10	20020327	Officer Trainee Inspection Documentation (Individual Areas) (V1)	EF	3650	24 TRS/DO
	10-1	20020328	Officer Trainee Inspection Documentation (Common Areas) (V1)	EF	3650	24 TRS/DO
	11	20000710	 Website Release Authorization (V1)	EF	3310	(Pending)
	12	20000710	 Training Critique (Field Training Sites only) (V1)	EF	3650	(Pending)
	13	20000710	 Case Review (V1) (S & U by AFROTC/RRFP)	EF	3650	(Pending)
	14	20000710	 Law Enforce Inquiry (V1)	EF	3620	AFOATSI 36-2011
	15	20000710	 OTS Customer Service Evaluation (V1)	EF	3620	22 TRSS/MS
	16	20010215	 Officer Candidate Counseling Record (V1)	EF	3650	AFOATSI 36-2011
	17	20000710	 Cadet Field Training Counseling Record (Field Training Sites only) (V1)	EF	3650	AFOATSI 36-2010
	18	20000710	 Observation Feedback Evaluation (V1)	EF	3650	AFOATS/CR
	19	20010611	 Counselor Evaluation Sheet (V1)	EF	3650	(Pending)
I	20	20010430	 Application for AFROTC Membership (V1)	EF	3650	AFOATSI 36-2011
	21	20000710	 Telephone Personnel Actions Request (V1) (S & U by AFROTC/RRFP)	EF	3620	AFOATSI 36-2011
	22	20000710	 Cadet Personnel Action Request (V1)	EF	3650	AFOATSI 36-2011
	24	20000710	Disenrollment Review (V1) (S & U by AFROTC/RRFD)	EF	3650	(Pending)
	25	20000710	 Cadet Medical Limitation (Field Training Sites only) (V1)	EF	4400/ 3650	(Pending)
I	35	20001108	 Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials (V1)	EF	3650	AFOATSI 36-2011
★	39	20031001	 AFOATS Award Board Ballot (V1) (S & U by AFOATS/SDPP)	EF	3660	AFOATS/SDPP
	44	20011005	 Unit Information Report (V1)	EF	3650	AFOATSI 36-2014
	46	20000710	 Transmittal of AFROTC Physical Examination (V1)	EF	3650	AFOATSI 36-2011
	48	20010215	 Planned Academic Program (V1)	EF	3650	AFOATSI 36-2013
I	53	20000710	Academic Information (V1)	EF	3650	AFOATSI 36-2011
	56	20000710	Junior ROTC Cadet Identification Card (V1) (S & I by AFOATS/JRO)	CD	3611	(Pending)
★	62	20030401	 Advocacy Briefing Grade Sheet	EF	3650	(Pending)
	63	20010307	 AFROTC Membership Actions Checklist (V1)	EF	3650	AFOATSI 36-2011
	68	20000710	 Air Force Reserve Officer Training Corps (AFROTC) Special Actions Nomination (V1)	EF	3660	AFOATSI 36-2018
	72	2000710	Outstanding Achievement Award (Field Training Sites only) (V1)	CS	3650	AFROTC/DOTO
	78	20000710	 Nomination for Award (V1)	EF	3660	AFOATSI 36-2020
	82	20000710	 AFROTC Cadet Sign Out/In Register (Field Training Sites only) (V1)	EF	3650	AFOATSI 36-2010
★	83	20031101	 In-/Out-Processing Checklist (V1)	EF	3650	AFOATSI 36-2010
	84	20000710	 Dormitory Checklist Authorized Items (Male) (Field Training Sites only) (V1)	EF	3440	AFROTC/DOTO
	84-1	20000710	 Dormitory Checklist Authorized Items (Female) (Field Training Sites only) (V1)	EF	3440	AFROTC/DOTO

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
85	20000710	 Flight Area Inspection Report (Field Training Sites only) (V1)	EF	3650	AFROTC/DOTO
88	20000710	 Extended Terms of Scholarship Entitlements Acknowledgement and Certification (V1)	EF	3650	AFOATSI 36-2019
89	20000710	 AFROTC Student Discrepancies/Tour Roster (Field Training Sites only) (V1)	EF	3650	AFROTCI 36-2010
★ 98	20030301	 AF Junior ROTC Instructor Evaluation Report (V1)	EF	3650	AFOATSI 36-2004
102	20021201	 Interview of AFJROTC Instructor Applicant (V1)	EF	3650	(Pending)
103	20000710	 Computation of AFJROTC Instructor Pay (V1) (S & U by AFOATS/SDFA)	EF	6560	AFOATS/SDFA
104	20000710	 AFROTC Mileage Log (V1)	EF	2430	AFOATSI 24-101
I 111	20000710	 Student Status Statement of Understanding (V1)	EF	3650	AFOATSI 36-2011
I 117	20001002	 Financial Plan (V1)	EF	3650	AFROTC/RRUE
I 123	20000911	 AFROTC Scholarship Statement of Intent (AFROTC Use Only) (V1) (S & U by AFROTC/RRUC)	EF	3650	(Pending)
I 123-1	20000911	 AFROTC Scholarship Statement of Intent (Technical Scholarship) (AFROTC Use Only) (V1) (S & U by AFROTC/RRUC)	EF	3650	(Pending)
140	20000710	 Textbook Reimbursement Worksheet (V1)	EF	6560	AFOATSI 65-101
I 160	20010301	 Departure/Transfer Questionnaire (V1) (S & U by AFOATS/JRI)	EF	3650	(Pending)
I 200	20010801	 Application for Air Force Junior ROTC Instructor Duty (V1)	EF	3650	AFOATSI 36-2004
204-1	20000710	 Flight Drill Performance Rating Profile (V1)	EF	3650	AFROTC/DOT
221	20000710	 AFJROTC Officer Instructor Applicant Evaluation (V1) (S & U by AFOATS/JRI)	EF	3650	AFAOTS/JRI
222	20000710	 AFJROTC NCO Instructor Applicant Evaluation (V1) (S & U by AFOATS/JRI)	EF	3650	AFOATS/JRI
302	2000710	 AFROTC Certificate of Recognition (V1) (S & I by AFROTC/DOR)	CS	3650	AFOATSI 36-2005
308	20000906	 AFJROTC Certificate of Recognition (V1) (S & I by AFOATS/JRO)	CS	3650	AFOATSI 36-2001
310	20000906	 AFJROTC Certificate of Completion (V1) (S & I by AFOATS/JRO)	CS	3650	AFOATSI 36-2001
311	2000906	 Aerospace Science Instructor Certificate (V1) (S & I by AFOATS/JRI)	CS	3650	AFOATSI 36-2004
312	20000710	 Outstanding Instructor Award (V1) (S & I by AFOATS/JRI)	CS	3650	AFOATSI 36-2004
402	20000710	 AFROTC Distinguished Graduate Certificate (V1) (S & I by AFROTC/RRFP)	CS	3650	AFOATSI 36-2018
500	20000710	 Restrictions on Personal Conduct in the Armed Forces (V1)	EF	3620	AFOATSI 36-2011
★ 656C	20031001	 AFROTC Annual Uniform Inventory Report (V1)	EF	2310	AFOATSI 23-1001
656D	20000710	 AFJROTC Annual Uniform Inventory Report (V1)	EF	2310	AFOATSI 23-101
704	20000710	 Academic Performance Inquiry (V1)	EF	3650	AFOATSI 36-2011
706	20000710	 Cadet Training Report (V1)	EF	3650	(Pending)
707	20000710	 Cadet Officer Performance Report (V1)	EF	3650	(Pending)
708	20020412	 Field Training Performance Report (Field Training Sites Only) (V1)	EF	3650	AFOATSI 36-2010
709	20000710	 Promotion Recommendation (V1)	EF	3650	(Pending)
907	20000710	 GMC Cadet Training Report (V1)	EF	3650	(Pending)

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
Air Force Institute of Technology (AFIT)					
I 3	19880801	Registration Part-Time Students (V1) (S & I by AFIT/RR)	ST	3650	AFITI 36-151
4	19891201	 Request for Material/Interlibrary Loan (V1)	EF	3450	(Pending)
9	20000919	 Initial or Change to Reporting Instruction (V1)	EF	3620	(Pending)
10	19970401	 Communications Computer Systems Requirement Document (V1)	EF	3310	AFITI 33-103
14	19880101	 Annual Education with Industry/Senior Health Policy Fellowship Travel Plan (V1)	EF	6560	AFIT/CISH
16	19960201	Report of Arrival PCS-Change of Address (V1)	CD	3620	(Pending)
I 18	19880701	Education Plan and Financial Voucher (Cover Sheet) (V1) (S & U by AFIT/CI)	ST	3650	AFITI 36-105
18A	20001213	Education Plan and Financial Voucher (Continuation) (V1) (S & U by AFIT/CI)	ST	3650	AFITI 36-105
24	19850801	Student Absence Report (V1)	CS	3610	AFIT/LSA
25	20020211	Class Management Worksheet (V1)	CD	3650	AFIT/CEA
29	19870701	 School of Engineering Management Student Record (V1)	EF	3650	AFIT/EN
I 31	20010315	 Required Reimbursement(s) Account List (V1)	EF	6560	AFITI 36-101
I 35	20020301	 Request for Computer Resources (V1) (S & U by AFIT/SC)	EF	3300	AFITI 33-108
38	19870701	 AFIT Book Request (V1)	EF	3450	(Pending)
I 40	19870201	Authorization for Grade/Credit Hour Change (V1)	ST	3650	AFITI 36-149
51	19850401	 Course Description Summary (V1)	EF	3650	AFIT/EN
I 63	20020314	Student Data Card (V1) (S & U by AFIT/LSA)	CD	3610	(Pending)
67	19861001	 Seminar Attendance Report (V1)	EF	3650	AFIT/LSA
68	20020313	Academic Screening Record (V1) (S & I by AFIT/RR)	CS	3650	AFIT/RR
69	19950101	Graduate School of Engineering Management Program Summary (V1) (S & U by AFIT/EN)	CS	3650	AFIT/EN
70	19900201	 School of Engineering Management Student Critique of Instructor (V1)	EF	3650	(Pending)
I 74	19880901	Transcript Request and Transmittal (V1) (S & I by AFIT/RR)	ST	3650	(Pending)
75	19910301	School of Engineering Management Student Critique of Course (V1) (S & U by AFIT/EN)	CS	3650	AFIT/EN
78	19850401	 Summary of College Credits (V1)	EF	3650	AFIT/EN
95	19970101	 Educational Record (V1) (S & U by AFIT/RR)	EF	3650	AFIT/RR
107	19810201	AFIT Library Registration Card (V1) (S & U by AFIT/LD)	CS	3450	(Pending)
110	20011102	 Class Publication Request	EF	3450	(Pending)
111	19860601	 Request for Defense Technical Information Center (DTIC) Reports	EF	3450	(Pending)
I 112	20020418	 Drop/Add – Special Study Request	EF	3650	AFITI 36-151
I 115	19920101	 Request for Travel (S & I by AFIT/CI)	EF	3650	AFITI 36-103
I 124	19920101	 Education with Industry Background Sketch (S & U by AFIT/CI)	EF	3650	AFITI 36-103
I 129	19931001	 Continuing Professional Education Course Data	EF	3650	(Pending)
I 136	20020211	 Educational Delay Completion/Change Data (V1) (S & I by AFIT/CI)	EF	3650	(Pending)

Number	Date	Title	U/I	Func Code	Prescribing Directive/OPR
Air Force Institute for Advanced Distributed Learning (AFIADL)					
8	20000609	Bulk Course Materials Locator (V2) (S&I by AFIADL/DMS)	CD	3300	AFIADL/DMS
★ 9	20040301	Consolidated Student Report (V1) (S&I by AFIADL/ECOD)	CD	3650	AFIADL/ECOD
10	20000609	Course Prepack Record (V2) (S&I by AFIADL/DMS)	CD	2310	AFIADL/DMS
11	20000609	Prepackaged Stock Replenishment (V2) (S&I by AFIADL/DMS)	CD	2310	AFIADL/DMS
★ I 17	20000609	 Student Request for Assistance (V1)(AFPUBS)	EF	3650	Pending
★ I 23	20000609	 AFIADL Enrollment Application (V1)	CD	3650	Pending
★ 26	20000609	 Course Actions (V2) (S&I by AFIADL/DMS)	EF	3300	AFIADL/DMS
★ 35	20031201	Answer Sheet VRE/CE (V1) (S&I by AFIADL/DOD)	CF	3650	Pending
87	20010410	 WAPS Pack Request (V2) (S&I by AFIADL/DMS)	ST	3300	AFIADL/DMS

Community College of the Air Force (CCAF)

★ I 3	20030201	 Request for Official Transcript (AFPUBS)	EF	3650	Pending
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SECTION D - OBSOLETE FORMS/IMTS

Air University Obsolete Forms/IMTS

Number	Date	FC	Disposition	Replaced By
29	19911001	3310	Salvage	AU 29, 20021201
52	19951201	2410	Salvage	None
167	20010201	3650	Exhaust	None

Maxwell AFB Obsolete Forms/IMTS

2	19940601	3300	Salvage	None
40	20001030	3350	Salvage	None
42	19940901	3300	Salvage	None
44	19980101	4000	Salvage	MAFB 44, 20030601
45	19970401	3200	Salvage	None
52	20020104	4800	Salvage	None
56	20000222	3620	Salvage	None
59	19941001	3450	Salvage	None
101	19950301	3300	Salvage	None
108	19950301	3200	Salvage	None
136	20000808	6410	Salvage	None
142	19951001	3630	Salvage	None
147	19981201	3630	Salvage	MAFB 147, 20031001
155	19951201	3450	Salvage	AU 1, 20040301
162	19970201	3620	Salvage	None
162-1	20020520	3620	Salvage	MAFB 162-1, 20030301
169	20010212	3650	Salvage	None
172	19960501	2300	Salvage	None
177	20021201	3400	Salvage	None
179	19960601	3310	Salvage	None
182	19980401	1100	Salvage	MAFB 182, 20030801
197	19970501	3650	Salvage	AU 197, 20040201
291	19970901	4400	Salvage	None
292	20010521	4400	Salvage	None

Number	Date	FC	Disposition	Replaced By
295	19970201	4120	Salvage	None
301	19941001	4400	Salvage	None
307	20000705	4400	Salvage	None
315	19980701	4000	Salvage	None
317	19940701	4400	Salvage	None
323	20000207	4120	Salvage	None
323-1	20000306	4120	Salvage	None
330	19990615	4120	Salvage	None
353	19950301	4120	Salvage	None
355	19950501	4400	Salvage	None
360	19950701	4400	Salvage	None
361	19950901	4400	Salvage	None
365	19960101	4120	Salvage	MAFB 365, 20030601
383	19990908	4400	Salvage	None
396	20000315	4120	Salvage	None

Air Force Officer Accession and Training Schools Obsolete Forms/IMTs

2	20020314	3650	Salvage	AFOATS 2, 20031001
6	20030215	3650	Salvage	AFOATS 6, 20030401
8	20010611	3650	Salvage	AFOATS 8, 20030401
9	20000710	3650	Salvage	AFOATS 9, 20030401
36	20020211	3660	Salvage	None
39	20000710	3660	Salvage	AFOATS 39, 20031001
51	20000710	3650	Salvage	None
59	20010426	3650	Salvage	None
62	20010622	3650	Salvage	AFOATS 62, 20030401
71	20020313	3650	Salvage	None
83	20020419	3650	Salvage	AFOATS 83, 20031101
98	20001210	3650	Salvage	AFOATS 98, 20030301
108	20020604	3650	Salvage	None
120	20000710	3650	Salvage	None
129	20000710	3650	Salvage	None
130	20000710	3650	Salvage	None
131	20000710	3650	Salvage	None
133	20000710	3650	Salvage	None
217	20031101	3650	Salvage	AFOATS 217,
656C	20010730	2310	Salvage	AFOATS 656C, 20031001

Air Force Institute of Technology Obsolete Forms/IMTs

2	20020418	3650	Salvage	None
8	20020211	3650	Salvage	None
16	19960201	3620	Salvage	None
35	20000501	3650	Salvage	AFIADL 35, 20031201
58	19960201	3650	Salvage	None

Community College of the Air Force Obsolete Forms/IMTs

3	20011204	3650	Salvage	CCAF 3, 20030201
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**SECTION E - FUNCTIONAL INDEX OF AU (AU), MAFB (MX), AFOATS (OA), AFIT (IT) AFIADL (DL),
AND CCAF (CC) /FORMS/IMTs**

1100	Flying Operations
MX182	Flight Records Processing Checklist
1300	Space, Missile, Command and Control
MX36	Temporary Flight Line Permit
MX115	Flight Line Driver Training and Certification Request
1410	Intelligence
AU233	SCI Badge
1500	Weather
MX27	Aircrew Briefing Log
MX28	Pilot to Metro Service (PMSV) Log
MX89	Weather Equipment/Communications Service Record
MX196A	Forecast Worksheet (Oct - Feb)
1650	Planning, Programming and Budgeting System
MX187	Battle Staff Input
2300	Supply
MX172	42 LS Customer Service Log
2310	Requirements and Stockage
DL10	Course Prepack Record
DL11	Prepackage Stock Replenishment
OA656C	AFROTC Annual Uniform Inventory Report
OA656D	AFJROTC Annual Uniform Inventory Report
2430	Transportation Vehicles and Equipment
OA104	AFROTC Mileage Log
3100	Security
MX4	Field Contact Record
3120	Document Security
MX122	Request and Justification for Access to Classified Material
3150	Law Enforcement
MX200	Authority to Store Funds
3200	Civil Engineering
MX45	42 CE Customer Survey (Operations Flight)
MX108	Weekly Work Schedule-Indirect Labor
3210	Real Property
MX54	Detailed Sales Listing
MX55	Detailed Rental Listing
3230	Utilities Operations, Maintenance, and Services
MX135	Daily Air Conditioning Operating Log
3240	Fire Protection and Rescue
MX1	Flammable Storage Cabinet Permit
3300	Communications and Information
AU879	Copyright Reprint Permission Request Reply
DL8	Bulk Course Materials Locator
DL26	Course Actions

3300	Communications and Information (Cont.)
DL87	WAPS Pack Request
IT35	Request for Computer Resources
MX2	Base OPS Distinguished Visitor's Call List
MX42	Response to "Customer Line" Request
MX47	Nominee Biographical Data NSF
MX101	Biographical Information
MX119	Acceptance/Declination to National Security Forum
3310	C4 Systems
AU29	AU Television Workorder
AU287	Cable Network Cablecast Request
AU38	Internet Release Authorization
IT10	Communications Computer Systems Requirement Document
MX22	Satellite Distance Learning Report
MX75	Television Studio Set-Up Layout
MX77	AUTV Production Cost Report
MX78	Videotape Reel File
MX110	Visual Information Equipment Maintenance Action Record
MX179	Video Captions
OA11	Website Release Authorization
3350	Written Communications
MX40	Tasking/Routing Instructions (42 ABW Command Section Use Only)
MX72	Official Mail Discrepancy Notice (S&U by 42CS/SCBA)
3400	Services
MX177	Base Services and Facilities Critique
3450	Recreation and Entertainment
AU1	AUL Interlibrary Loan - Book & Document
IT4	Request for Material/Interlibrary Loan
IT38	AFIT Book Request
IT107	AFIT Library Registration Card
IT110	Class Publication Request
IT111	Request for Defense Technical Information Center (DTIC) Reports
MX26	Book or Periodical Order
MX33	Document Request
MX46	AU Library Registration (S&U by each library)
MX59	Vendor Purchase Order AU Library
MX112	Processing and Disposition
MX134	Special Document Request
MX148	Unclassified Document Charge Out
MX149	Circulation Periodicals Card
MX153	Document Recall
MX154	AUL Interlibrary Loan Photocopy
3500	Public Affairs
AU754	Request for Speaker/Special Events Participation
AU781	Base Tour Checklist (EF)
3600	Personnel
MX192	Family Readiness Deployment Checklist
AU53	Official Representation Funds Expenditures Request/Report
MX70	Tuition Assistance Change Authorization
3610	Force Management
IT24	Student Absence Report
IT63	Student Data Card
3611	Identification
OA56	Junior ROTC Cadet Identification Card

3620	Military Personnel
IT9	Initial or Change to Reporting Instruction
IT16	Report of Arrival PCS-Change of Address
MX44	Customer Service Evaluation (42 MDG)
MX56	Customer Service Evaluation (Commander's Support Staff)
MX58	Customer Service Evaluation— Military Personnel Flight
MX162	AFSNCOA Student Data Record
MX362	Personnel Action Request
OA4	Affidavit Civil Involvement
OA7	Initial Interview Questionnaire
OA14	Law Enforce Inquiry
OA15	OTS Customer Service Evaluation
OA21	Telephone Personnel Actions Request
OA704	Academic Performance Inquiry
3630	Civilian Personnel
MX147	Civilian Employee Clearance Record
MX56	Customer Service Evaluation (Commander's Support Staff)
MX142	Experience Update Record
3650	Training and Professional Education
AU3	Air University Diploma
AU3A	Air University Diploma
AU42	Guest Lecturer Agreement and Instructions/Permission to Record
AU167	Air University Transcript (S & U by AU/CFRS)
AU404	Air University Badge
AU747	Record of Administrative Action
AU857	Certificate of Appreciation
AU864	Record of Faculty Board Action
CC3	Request for Official Transcript
DL9	Consolidated Student Report
DL23	AFIADL Enrollment Application
DL35	Answer Sheet VRE/CE
IT3	Registration Part-Time Students
IT18	Education Plan and Financial Voucher (Cover Sheet)
IT18A	Education Plan and Financial Voucher (Continuation)
IT25	Class Management Worksheet
IT29	School of Engineering Management Student Record
IT40	Authorization for Grade/Credit Hour Change
IT51	Course Description Summary
IT67	Seminar Attendance Report
IT68	Academic Screening Record
IT69	Graduate School of Engineering Management Program Summary
IT70	School of Engineering Management Student Critique of Instructor
IT74	Transcript Request and Transmittal
IT75	School of Engineering Management Student Critique of Course
IT78	Summary of College Credits
IT95	Educational Record
IT112	Drop/Add – Special Study Request
IT115	Request for Travel
IT124	Education with Industry Background Sketch
IT129	Continuing Professional Education Course Data
IT136	Educational Delay Completion/Change Data
MX10	Multipurpose Instructor Evaluation
MX50	Lecture Monitor Checklist
MX63	Academic Conference Record--AFSNCOA
MX87	Period Evaluation
MX96	Verification of Completion
MX103	AWC Seminar Program-- Attendance Record
MX104	AWC Seminar Studies Weekly Attendance Report
MX106	AWC Seminar Studies-- Enrollment Roster

3650	Training and Professional Education (Cont.)
MX107	AWC Seminar Plan
MX109	Student Enrollment (JDACC; CWPC; & IWAC)
MX117	ACSC Distance Learning Program Application DL17 Student Request for Assistance
MX120	Prospective Instructor Application
MX165	ECI Test Inventory - Maxwell/Gunter
MX169	Student Enrollment Information for Academic Instructor School
MX185	Instructor Observation
MX197	International Officer School Certificate/Diploma
OA2	Leadership Effectiveness Report
OA3	Consolidated Written Test Critique
OA6	Informative Briefing Grade Sheet
OA8	Writing Grade Sheet
OA9	Talking/Position Paper Evaluation Sheet
OA10	Officer Trainee Inspection Documentation (Individual Areas)
OA10-1	Officer Trainee Inspection Documentation (Common Areas)
OA11	Training Critique
OA13	Case Review
OA16	Officer Candidate Counseling Record
OA17	Cadet Field Training Counseling Record
OA18	Observation Feedback Evaluation
OA19	Counselor Evaluation Sheet
OA20	Application for AFROTC Membership
OA22	Cadet Personnel Action Request
OA24	Disenrollment Review
OA25	Cadet Medical Limitation
OA35	Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials
OA44	Unit Information Report
OA46	Transmittal of AFROTC Physical Examination
OA48	Planned Academic Program
OA53	Academic Information
OA62	Advocacy Briefing Grade Sheet
OA63	AFROTC Membership Actions Checklist
OA72	Outstanding Achievement Award
OA82	AFROTC Cadet Sign Out/In Register
OA83	In-/Out-Processing Checklist
OA84	Dormitory Checklist Authorized Items (Male)
OA84-1	Dormitory Checklist Authorized Items (Female)
OA85	Flight Area Inspection Report
OA88	Extended Terms of Scholarship Entitlements Acknowledgement and Certification
OA89	AFROTC Student Discrepancies/Tour Roster
OA98	AF Junior ROTC Instructor Evaluation Report
OA102	Interview of AFJROTC Instructor Applicant
OA111	Student Status Statement of Understanding
OA117	Financial Plan
OA123	AFROTC Scholarship Statement of Intent
OA123-1	AFROTC Scholarship Statement of Intent (Technical Scholarship)
OA160	Departure/Transfer Questionnaire
OA200	Application for Air Force Junior ROTC Instructor Duty
OA204-1	Flight Drill Performance Rating Profile
OA221	AFJROTC Officer Instructor Applicant Evaluation
OA222	AFJROTC NCO Instructor Applicant Evaluation
OA302	AFROTC Certificate of Recognition
OA308	AFJROTC Certificate of Recognition
OA310	AFJROTC Certificate of Completion
OA311	Aerospace Science Instructor Certificate
OA312	Outstanding Instructor Award
OA402	AFROTC Distinguished Graduate Certificate
OA500	Restrictions on Personal Conduct in the Armed Forces
OA704	Academic Performance Inquiry
OA706	Cadet Training Report
OA707	Cadet Officer Performance Report

3650	Training and Professional Education (Cont)
OA708	Field Training Performance Report (Field Training Sites Only)
OA709	Promotion Recommendation
OA907	GMC Cadet Training Report
3660	Awards and Decorations
OA39	AFOATS Award Board Ballot
OA68	Air Force Reserve Officer Training Corps (AFROTC) Special Actions Nomination
4000	Wellness
MX315	Patient Concern
4120	Medical Support
MX323	Medical Record and Peer Review Worksheet (Clinic Visits)
MX323-1	Medical Record and Peer Review Worksheet (Surgical/Anesthesia/APU Records)
MX327	Record of X-Ray Release
MX330	Composite Health Care System Registration
MX352	Ultrasound Consultation Request/Report
MX353	Pathology Evaluation & Review/Preliminary Evaluation & Final Report
MX365	Laboratory Test Requisition
MX396	Authorization for Medical Assignment to Quarters
4400	Medical Operations
MX39	Technician/Nurse Sore Throat Evaluation
MX95	Pediatric Triage Record of Care
MX291	Outpatient Procedures (Part I)
MX292	Medical Record Review
MX301	Anesthesia Record
MX307	Ambulatory Surgery Patient Record
MX317	Anesthesia Service Quality Assurance Occurrence Screen
MX355	Well Baby Care Record
MX360	Operation and Anesthesia Schedule Request
MX361	Recovery Room Record
MX381	Stubble Growth Control (S & U by 42 MDOS/SGOMD)
MX383	Home Care Instructions
4700	Dental Services
MX308	Dental Supply Request
4800	Aerospace Medicine
MX52	Occupational Health Program Flag
MX331	Contact Lens Prescription
5100	Law
AU18	Bill of Sale
MX3	Will Questionnaire Worksheet
MX61	Statement of Injured Party - Nonvehicle Related Injuries
MX61A	Statement of Injured Party
MX98	Power of Attorney Worksheet
5110	Military Justice
MX97	Court Member Data Record
6410	Contracting Management
MX8	Unauthorized Contract Commitments and Ratifications
MX131	Contracts Committee Review Coordination
MX136	Quality Assurance Evaluator (QAE) Random Sampling Tally Checklist
6560	Accounting and Finance
IT14	Annual Education with Industry/Senior Health Policy Fellowship Travel Plan
IT31	Required Reimbursement(s) Account List

6560	Accounting and Finance (Cont)
MX14	PCS Cost Comparison Worksheet
MX171	Certification for Temporary Lodging Expense (TLE)
OA001	Report of Uniform Commutation
OA103	Computation of AFJROTC Instructor Pay
OA140	Textbook Reimbursement Worksheet

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